

Colorado School of Mines – UNDERGRADUATE COUNCIL MEETING MINUTES
September 8, 4:00 – 5:00 pm, via Zoom

Attendees:

Voting Members: 19 total (10 - majority needed for quorum). Quorum was present

P	Jeff King (chair)	P	Becky Lafrancois (EB)	P	Mike Nicholas (AMS)	A	Randy Haupt (EE)
P	Michael Barankin (CBE)	P	Derrick Hudson (HASS)	P	Corinne Packard (MME)	P	Nicole Smith (MN)
P	Dylan Domaille (CH)	P	Ge Jin (GP)	P	Jeff Paone (CS)	P	Bruce Trudgill (GE)
A	Linda Battalora (PE)	P	Hongyan Liu (CEE)	P	Oyvind Nilsen (ME)	P	Ethan Lewellin (USG)
P	Gyasi Evans (LB)	P	Chelsea Salinas (EDS)	P	Chuck Stone (PH)		

Other Regular Attendees and Guests

A	Fran Aguilar (MS)	P	Dixie Cirillo (PA)	A	Jennie Kenney (AA)	A	Kendra Stansbury (RO)
P	Karla Perez-Velez (CASA)	P	Vibhuti Dave (UGS)	P	Mara Green (AA)	P	Paul Myskiw (RO)
A	Jen Drumm (CASA)	P	Katie Ludwin (CASA)	A	Cheryl Medford (GE)	P	Terri Snyder (PE)

Special Guest(s): Mark Miller (PE), Christine Morrison (CH)

Welcome

Jeff King

Approval of Minutes – August 25, 2021

Jeff King

MOTION: To approve the Undergraduate Council minutes of August 25, 2021 by Barankin, seconded by Smith. Motion passes unanimously. APPROVED.

Briefings and Information Items

Office of Undergraduate Studies

Vibhuti Dave

Dave rescinds statement on students who have not reported immunization status being moved to the end of the registration queue. This has been changed, students that have not reported immunization status will only have a hold placed on their account.

Registrar's Office

Paul Myskiw

Registrar's Office is working on cleanup during Census Day. Myskiw reminds Councilors to report to departments that room requests outside of classroom instruction (departmental meetings, retreats) are to be done via Astra.

New Curriculum Items

Major Curriculum Changes –

1.1 **PETROLEUM ENGINEERING**

Mark Miller

[CIM 9/1]

1 course change: PEGN251: FLUID MECHANICS

The PE Department wants to change CEEN 241 from a co-requisite to a prerequisite. The PE Fluid Mechanics is now inconsistent with fluid mechanics of other engineering departments at Mines. All other departments require statics before fluid mechanics.

Pedagogically, fluid mechanics is a branch of mechanics, and it should be studied after statics for it to be best absorbed.

As statics and calculus II are co-requisites of each other, many students who entered fluid mechanics without statics also had no experiences with calculus II subjects such as lines, surfaces, multivariable calculus, vectors, etc., all of which are essential for understanding even the most basic fluid mechanics text. In the past few semesters, my solution was to use two lectures to cover basics of some of these math topics. But, this is not the right solution.

The issue is particularly worse in Fall when many international students enroll in fluid mechanics simply because it has no pre-requisite.

Steering Committee listed the course as a major curriculum change due to the number of programs mentioning the course.

Miller presents the course change on behalf of Xialong Yin. The change is requesting implementation of statics as a prerequisite for fluid mechanics. Other departments teaching fluid mechanics require the same prerequisite. Prior to this request, statics and calculus II are listed as corequisites for the course. Some students would enter the course without the appropriate level of math to understand the concepts presented in the fluid mechanics course.

Question asked regarding Petroleum Engineering's revised curriculum with the Trefny Center and if this course has been considered and what implications this change will have for current students' schedules. Miller states the entire curriculum of PE has been reviewed by the Trefny Center but was not dialed down to specific topics within each course. PE is in the midst of continued revision. The course change presented is being done solely for students who will take the course without prior mathematical background needed to succeed. Statics does fit within a students' schedule prior to the fluid mechanics course.

Note made on concepts presented in calculus III being presented as calculus II concepts in the description of the course changes; Miller will report this finding back to Yin.

Minor Curriculum Changes

The following minor course changes will not be discussed unless specifically requested by Council.

1.2 CHEMISTRY

Christine Morrison

[CIM 7/23; Provost: 7/26]

1 new course: CHGN409: BIOLOGICAL INORGANIC CHEMISTRY

This course has been taught once (in Fall 2020) as a special topics course. 7 students enrolled and completed the course, including 5 graduate students and 2 undergraduate students. It was a highly regarded course, and it received above-average evaluations compared to the department, college, and institution. We are seeking course approval now so that it can be made an official elective for the QBE and uQBE programs. We anticipate higher enrollment numbers after this is accomplished, since the QBE and uQBE programs are seeking additional elective courses. This course will also be made an official elective in the biochemistry degree and track, of which ~50% of undergraduate students in the chemistry department participate in.

Subcommittee Updates

Potential Topics:

Common Exam and other exam scheduling

Volunteers:

- Michael Barankin
- Mike Nicholas

- Ethan Lewellin
- Beck Lafrancois

Tracks and Emphasis Definitions

Volunteers:

Chair: Vibhuti Dave

- Jeff Paone
- Michael Barankin
- Karla Perez-Velez
- Chelsea Salinas

Miscellaneous / New Business

Jeff King

King encourages Councilors to discuss topics for Council purview and bring those back to Council.

Course Referencing in CIM - Demo

Courses referenced throughout the Catalog by programs, program pages, and department pages will appear with a tab "Other Courses references this course". This will provide hyperlinks to the pages of the Catalog or CIM that reference the course number being listed.

These references will appear under a course once that course has been submitted in CIM. This can kickstart the conversation between departments prior to Council discussion.

Council Representation

King directs Councilors to growing interdisciplinary program presence at Mines and their representation on Council, the same conversation is occurring within Graduate Council. Faculty Senate Bylaws would need to be amended to provide additional voting seats on Council for representation of QBE and others as interdisciplinary programs continue to grow.

Comment is made that there are programs that teach who are not represented on Council.

Non-voting members, beyond the Registrar, are not explicitly listed within the Bylaws. QBE has been asked to send representative information to Council to attend sessions as non-voting representation.

Comment that, as programs grow, major committees will require larger representation which can lead to unfair burdening of service loads; if an individual is in an interdisciplinary program within one program the service load may be tripled. King requests opinions and feedback from departments and programs on what level of representation within Council is appropriate. Suggestion made to view other university Councils for ideas.

Office Hours

Question brought forward from USG on regulations regarding instructor office hours including set office hours, appointments, or what office hours can be defined as. The Faculty Handbook outlines six hours for office hours.

"All CSM offices should, if at all possible, be staffed from 8:00 a.m. to 5:00 p.m., including the lunch hour. State Fiscal Rules require that state agencies be open from 8:30 a.m. to 5:00 p.m.; it is our policy to be open at 8:00 a.m. Tenure/Tenure Track and Teaching Faculty are expected to maintain a minimum of 6 office hours per week."

This information is outlined [here](#). A definition of an office hour is not explicitly stated.

Faculty answer student questions at various hours outside of traditionally listed office hours. Further discussion to continue, King will bring the discussion of office hours to the Faculty Senate Policies and Procedures committee.

Additional question from USG: is there an individual in charge of faculty advisors to organizations and USG committees, issues of transparency have been brought up for both organizations and committees. Organizations are run through Student Activities, Involvement and Leadership (SAIL) through Student Life.

Adjourn

Jeff King

Meeting adjourned at 4:47 pm.

Next Meeting: September 22, 4:00 – 5:00 pm, via Zoom.